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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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INTERIM SUPERINTENDENT
OF PUBLIC INSTRUCTION

**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO # 18**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: May 5, 2005

SUBJECT: **Failure to Respond to Corrective Action**

Corrective action is required of institutions when program deficiencies are identified through a Michigan Department of Education (MDE) administrative review or audit. Once the review or audit has been conducted, MDE will send a letter to the institution describing the corrective actions required and the date that all corrective actions must be received, complete and correct.

Institutions must be administratively capable. Completing corrective action in a timely manner is one of many ways to demonstrate capability.

If corrective action is not submitted by the identified due date, the following may occur:

- MDE will amend all applicable claims using the documentation available from the review/audit (this often results in a greater adjustment than if the institution amended the claims);
- a serious deficiency determination will be imposed on the institution since failure to submit corrective action is considered failure to maintain adequate records [7CFR 226.6(c)(3)(ii)(F)].

If you have any questions regarding this memo, please call our office at (517) 373-7391.

Please keep this on file or in a notebook for quick and easy reference.

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